

# SO YOU WANT TO BE A COUNCILMEMBER . . .

## General Municipal Election

November 3, 2020



Jeffrie Madland  
City Clerk

City of Camarillo

## Candidate Qualifications

To run for election to the Camarillo City Council, a candidate must be:

- a United States Citizen,
- 18 years old on or before election day, and
- registered to vote in the District of the office sought at the time the nomination papers are issued.

## General Information

In the City of Camarillo, Council members also serve as the Camarillo Sanitary District Board, Camarillo Community Development Commission, Camarillo Successor Agency, Camarillo Library Board, Public Finance and Industrial Development Authorities, and Capital Improvement Corporation.

The City Council generally meets on the second and fourth Wednesdays of each month at 5 p.m. in the Council Chambers located at 601 Carmen Drive. Special meetings are scheduled as needed in addition to the regular meetings.

Each Councilmember also serves on various Council subcommittees and/or regional committees. Councilmembers are also expected to attend various public functions.

## Getting Started . . .

- You must file a FPPC Form 501, Candidate Intention Statement, before you solicit or receive any contributions or make any expenditure from personal funds on behalf of your candidacy. *[This does not include the expenditure of personal funds used for your candidate statement in the sample ballot.]*
- Keep records of all expenditures and contributions.
- Never accept or spend \$100 or more in cash.



- Open a bank account if you plan to receive contributions from others or you plan to expend personal funds totaling \$2,000 or more. All money used for campaign purposes, including personal funds, must be deposited in the campaign bank account prior to the expenditure.
- File FPPC Form 410, Statement of Organization, within ten days of receiving \$2,000 in contributions. Campaign bank account information is provided on Form 410.

## The Nomination Period . . .

- The nomination period begins **8 a.m. on July 13, 2020, and ends 5 p.m. on August 7, 2020.**
- The City Clerk will meet with you to review information in the candidate packet regarding the election process and to issue your nomination paper. This meeting typically takes one hour.
- To qualify as a candidate, you need to obtain signatures on your nomination paper of at least 20, but no more than 30, voters registered to vote in the City of Camarillo.
- There is a charge to have a candidate statement printed in the sample ballot. Payment is due at the time the nomination paper is filed. A candidate statement is optional.

## After the Nomination Period Closes . . .

- Pursuant to the Political Reform Act, you will be required to file periodic campaign statements during the course of the election. The campaign statements provide information about contributions and expenditures. The forms and filing dates are contained in the candidate packet provided by the City Clerk.

## Record Keeping (briefly) . . .

- Keep cancelled checks, vouchers and invoices.
- Retain a copy of each contribution check.
- For mass mailings (200 pieces or more), keep record of date, method of postage, number of pieces, and a sample of each mailing.
- Records must be retained for four years after the election.
- Keep dates and daily totals for expenditures and contributions of less than \$100.
- For expenditures and contributions of \$100 or more, keep records of dates, amount, name and address of contributor or payee, contributor's occupation and employer, description of goods or service, and track cumulative amount received from each contributor.

## The Fair Political Practices Commission (FPPC) . . .

If you have questions regarding campaign expenditures, campaign contributions and/or reporting requirements, please contact the FPPC at (916) 322-5660. The FPPC's website has information regarding the Political Reform Act and FPPC regulations. FPPC forms are also available through the website.

[www.fppc.ca.gov](http://www.fppc.ca.gov)



### City of Camarillo

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This information is intended to provide general guidance only. While the information contained herein is believed to be substantially correct, it is not intended to provide legal or factual advice. Candidates and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.